

MWI 4520.2

REVISION A

EFFECTIVE DATE: October 28, 2004

EXPIRATION DATE: October 28, 2009

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# **MARSHALL WORK INSTRUCTION**

**AD01**

## **USE OF THE PROCUREMENT DISCREPANCY TRACKING SYSTEM (PDTS)**

**CHECK THE MASTER LIST at**

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Marshall Work Instruction AD01		
Use of the Procurement Discrepancy Tracking System (PDS)	MWI 4520.2 Date: October 28, 2004	Revision: A Page 2 of 12

#### DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		12/13/99	This document is established to satisfy DCB action #32.
Revision	A	10/28/2004	Revision in response to HQ Rules Review Action (CAITS: 04-DA01-0387)

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## 1. PURPOSE

This Marshall Work Instruction (MWI) provides instructions for generating In-bound Discrepancy Reports (IDRs), Inspection and Acceptance Requests (IARs), and Inspection/Rejection Reports (IRRs) using the Procurement Discrepancy Tracking System (PDTS).

## 2. APPLICABILITY

This MWI applies to all personnel who utilize the PDTS to initiate or execute IDR, IAR, and/or IRR actions and disposition instructions for materials and equipment being procured, received, inspected, accepted, or rejected at MSFC.

## 3. APPLICABLE DOCUMENTS

- a. MPR 6410.1, "Handling, Storage, Packaging, Preservation, and Delivery (HSPPD)"
- b. MPR 8730.3, "Control of Nonconforming Product"
- c. MWI 4530.1, "Flight Hardware Support Operations (FHSO) Component Acquisition, Inventory Control, and Kitting Services"
- d. MWI 5100.1, "Initiating Procurement Requisitions"
- e. QD01-QE-002, "Assignment of Quality Requirements to Procurements and Shipping Requests"

## 4. REFERENCES

None

## 5. DEFINITIONS

### 5.1 Acronyms.

- (1) CSR – Customer Service Representative
- (2) FHSO – Flight Hardware Support Operations
- (3) IAR – Inspection and Acceptance Request
- (4) IDR – Inbound Discrepancy Report
- (5) IRR – Inspection Rejection Report

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(6) PDTS – Procurement Discrepancy Tracking System

(7) PMG – Property Management Group

## 5.2 Definitions.

Procurement Discrepancy Tracking System (PDTS). A MSFC-developed software application which provides a consistent, electronic method for recording and tracking IARs, IDRs, and IRRs. This software application is maintained by the MSFC Office of the Chief Information Officer.

## 6. INSTRUCTIONS

The following instructions are provided for authorized PDTS users. Additional or new users can request authorization to PDTS by calling 544-HELP.

a. Logging into PDTS. Authorized users shall:

- (1) Log on PDTS by double clicking the ARUSER icon located in the DDS Application Folder.
- (2) Type in assigned USER ID and click “OK.”

b. Generation of IARs by PMG. PMG Receiving shall:

- (1) Generated for all materials, components, and/or equipment determined to be quality-sensitive, flight hardware, or otherwise requested by the organization generating the requisition. This determination shall be noted on the applicable requisition form.
- (2) Log on and click “File,” “Open Submit,” and double click on “PDTS-IDR-IAR-IRR.”
- (3) Select “IAR” in “Form Type” field.
- (4) Complete the IAR Form by entering data in all applicable fields and click “Apply.” The screen shall clear, and the report number submitted will be displayed at the bottom of the screen.
- (5) To exit, click on “File” and “Close.”
- (6) PDTS shall automatically route the IAR to MSFC Safety and Mission Assurance Directorate (S&MA).
- (7) PMG shall deliver items to the S&MA inspection area at Building 4705.
- (8) MSFC S&MA shall inspect the materials and update the corresponding IAR in PDTS.

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- (a) For materials failing inspection, S&MA shall status the IAR as “Rejected.” PDTS automatically submits notification to the MSFC Procurement Office (as determined by the “buyer code” entered on the IAR).
- i. The contracting officer with appropriate authority shall provide disposition instructions via PDTS.
- ii. PMG shall execute the applied disposition instructions and close the IAR.
- (b) For materials passing inspection, S&MA shall status the IAR as “accepted.” PDTS automatically submits notification to PMG.
- i. PMG shall close the IAR in PDTS, and the materials shall be delivered by PMG to the requesting organization. Accepted materials may be released to the requester directly from S&MA.
- c. Generation of IARs by FHSO.
- (1) FHSO shall log on and click “File,” “Open Submit,” and double click on “PDTS-IDR-IAR-IRR.”
- (2) FHSO shall select “IAR” in “Form Type” field.
- (3) FHSO shall complete the IAR Form by entering data in all applicable fields and click “Apply.” The screen shall clear, and the report number submitted will be displayed at the bottom of the screen. To exit, click on “File” and “Close.”
- (4) PDTS shall automatically route the IAR to MSFC S&MA.
- (5) FHSO shall deliver items to the S&MA inspection area at Building 4705.
- (6) MSFC S&MA shall inspect the materials and update the corresponding IAR in PDTS.
- (7) For materials failing inspection, S&MA shall status the IAR as “rejected.” PDTS automatically submits notification to FHSO. Upon notification, FHSO shall pick up rejected materials from S&MA.
- (a) FHSO shall coordinate disposition of the materials with the requesting organization and execute disposition as required.
- (b) FHSO shall close the IAR in PDTS.

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(8) For materials passing inspection, S&MA shall status the IAR as “accepted.” PDTS automatically submits notification to FHSO. FHSO shall close the IAR in PDTS, pick up materials from S&MA, and deliver or store the materials as instructed.

d. Generation of IDRs.

Upon determining a discrepancy on an incoming shipment to MSFC, PMG shall generate an IDR within the PDTS.

(1) PMG Receiving shall log on and click “File,” “Open Submit,” and double click on “PDTS-IDR-IAR-IRR.”

(2) PMG shall select “IDR” in “Form Type” field.

(3) PMC shall complete the IDR form by entering data in all applicable fields and click “Apply.” The screen shall clear and the report number submitted will be displayed at the bottom of the screen. To exit, click on “File” and “Close.”

(4) PDTS shall notify the MSFC Procurement Office.

(5) The MSFC Procurement Office shall apply disposition instructions, change IDR status to “dispositioned,” and return IDR to PMG Receiving.

(6) PMG Receiving shall executes the IDRs disposition instructions and closes IDR.

e. Generation of IRRs.

(1) User detects discrepancy with newly obtained materials.

(2) User shall notify CSR assigned to the user organization.

(3) CSR shall log on and click “File,” “Open Submit,” and double click on “PDTS-IDR-IAR-IRR.”

(4) CSR shall select “IRR” in “Form Type” field.

(5) CSR shall complete the IRR Form by entering data in all applicable fields and click “Apply.” The screen shall clear and the report number submitted will be displayed at the bottom of the screen. To exit, click on “File” and “Close.”

(6) PDTS shall notify the MSFC Procurement Office.

(7) The MSFC Procurement Office shall apply disposition instructions, change IRR status to “dispositioned,” and return IDR to the CSR.

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(8) The CSR shall execute the disposition instructions and close the IRR.

## 7. NOTES

None

## 8. SAFETY PRECAUTIONS AND WARNING NOTES

None

## 9. RECORDS

TBD

## 10. PERSONNEL TRAINING AND CERTIFICATION

PDS User Orientation

## 11. FLOW DIAGRAMS

See attached.

## 12. CANCELLATION

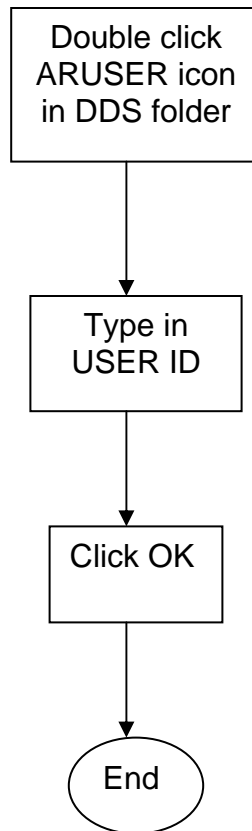
MWI 4520.2 dated December 13, 1999

Original signed by  
Robin N. Henderson for

David A. King  
Director

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LOGGING IN TO PDTS  
FLOW CHART 6.a

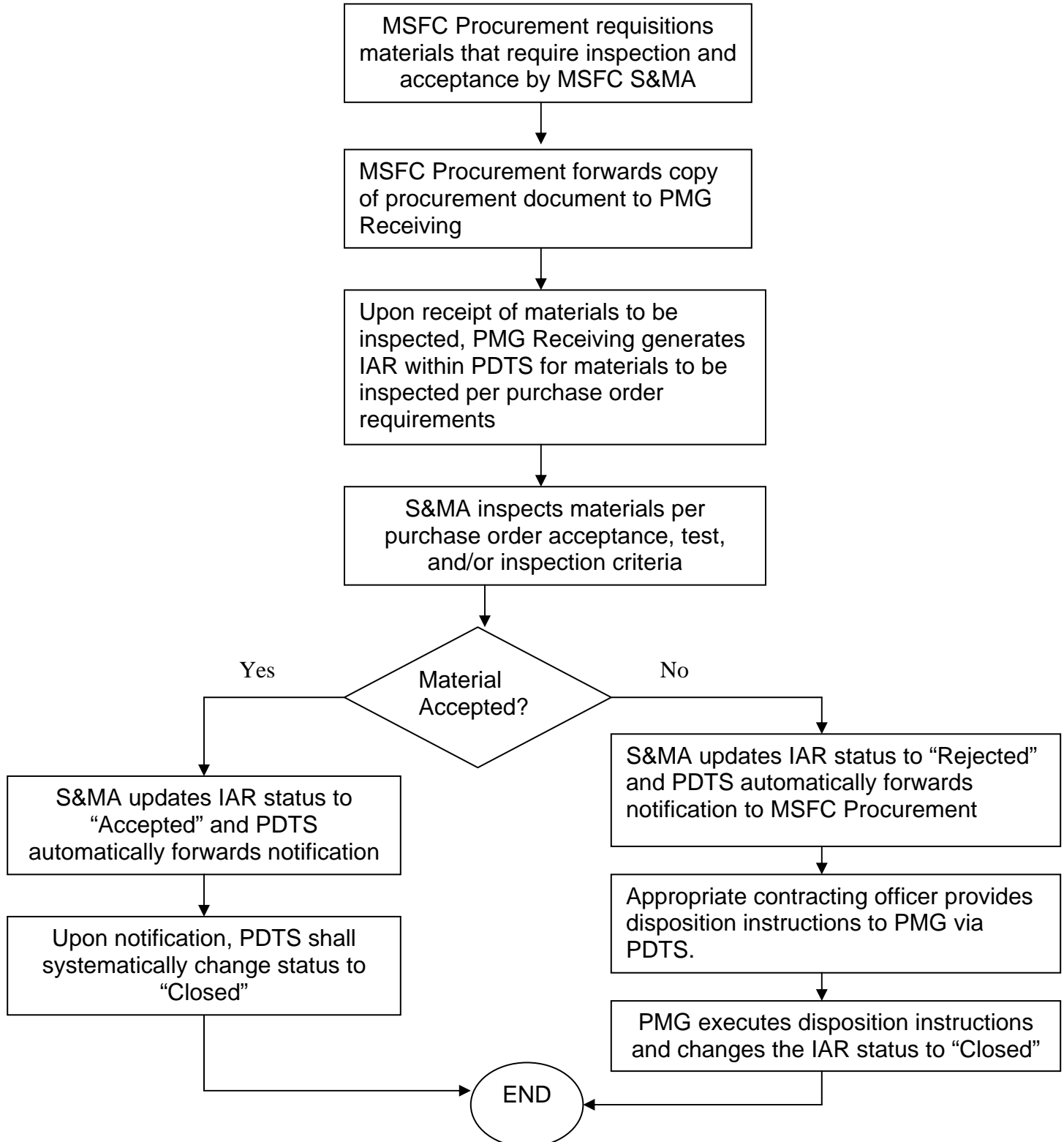




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**INSPECTION AND ACCEPTANCE REQUEST (IAR)  
FLOW CHART (MSFC PMG)**

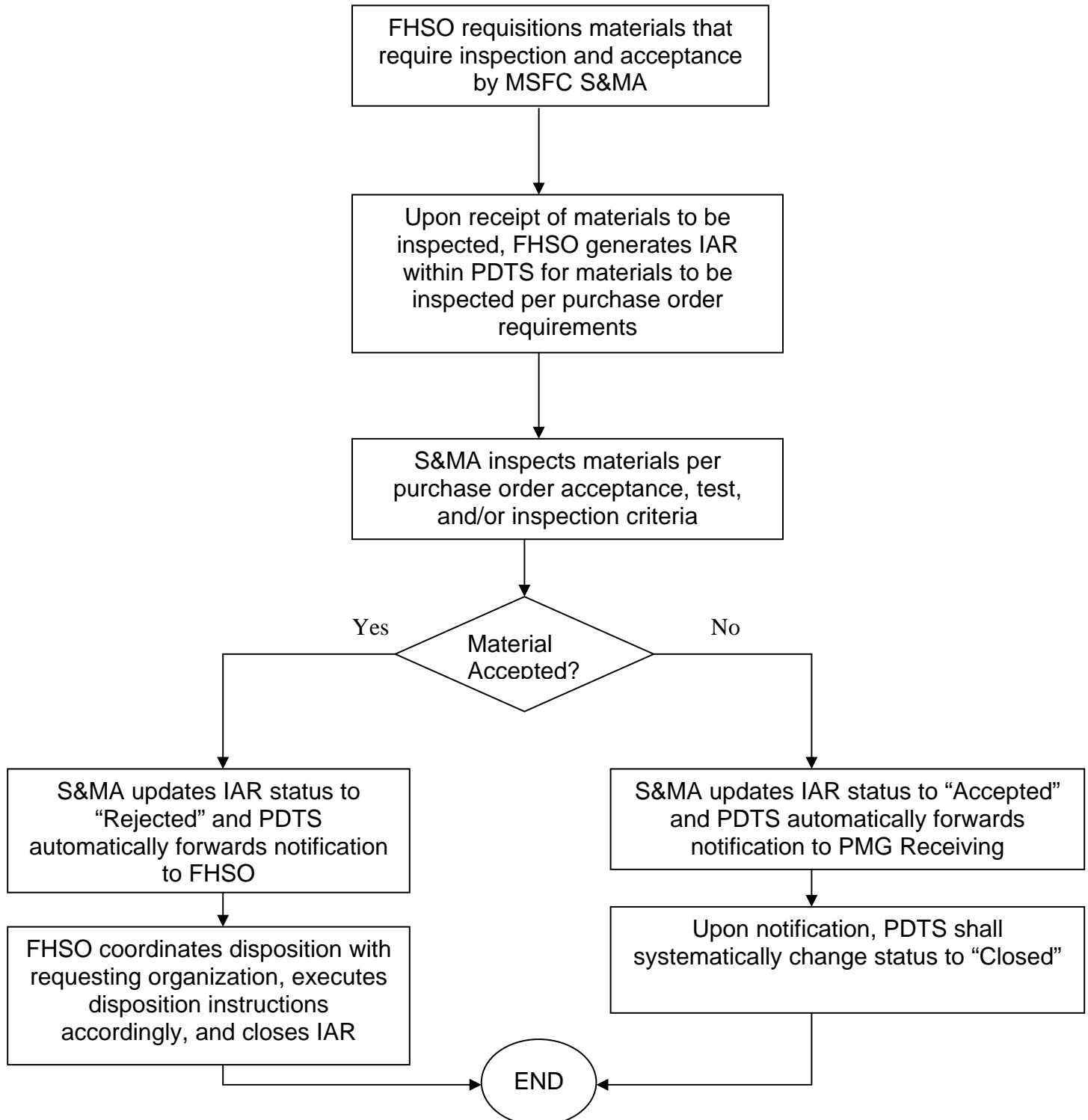
6.b



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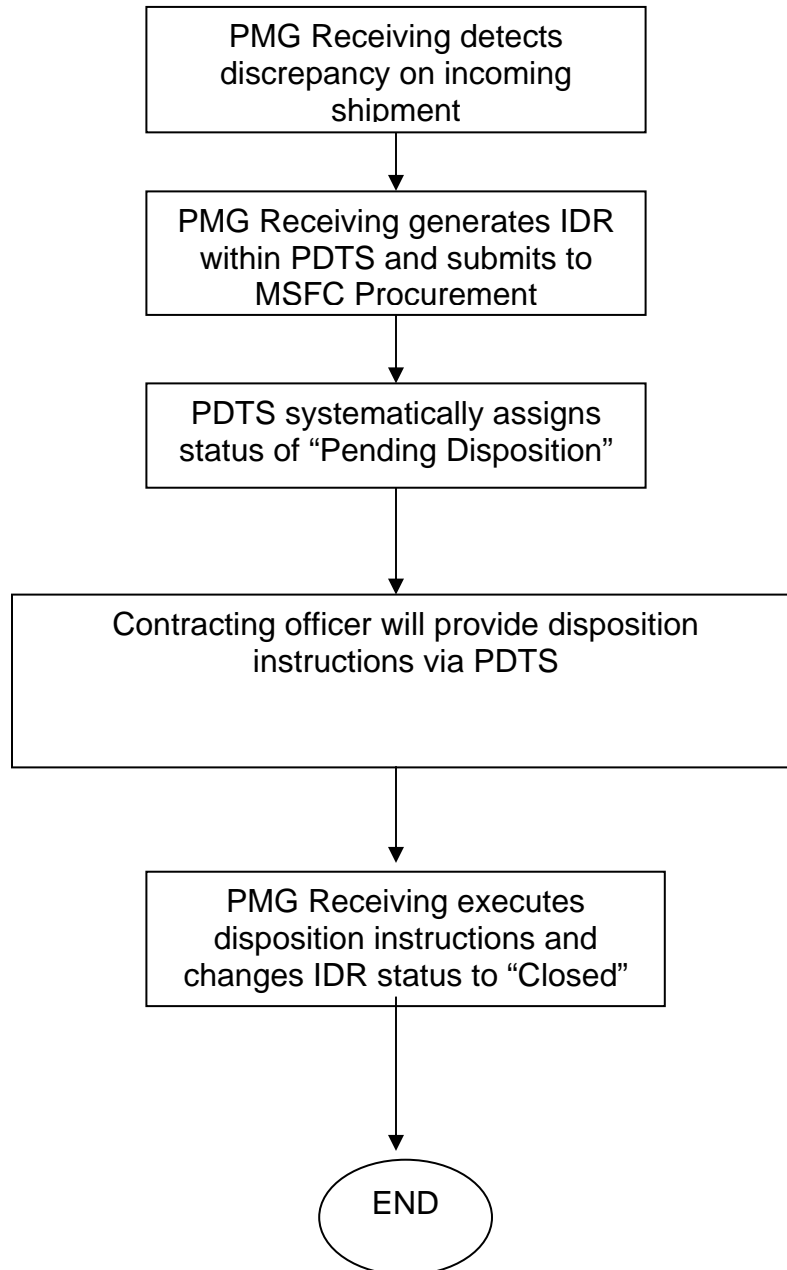
INSPECTION AND ACCEPTANCE REQUEST (IAR)  
FLOW CHART (FHSO)

6.c



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IN-BOUND DISCREPANCY REPORT (IDR)  
FLOW CHART 6.d



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INSPECTION/REJECTION REPORT (IRR)  
FLOW CHART 6.e

